NOTICE: THIS FORM MUST BE PRINTED ON 14 INCH PAPER

NEW JERSEY STATE HEALTH BENEFITS PROGRAM APPLICATION - STATE EMPLOYEE GROUP

Division of Pension and Benefits, P.O. Box 299,Trenton, NJ 08625-0299 HA-0700-0704

1. EMPLOYEE INFORMATION-This section must be filled out completely. Please print or type.

Social Security Number ___ - ___ - ____

Last Name | Title (Jr., Sr., etc.)

First Name | MI

Street Address (Include Apartment #)

City | State

ZIP Code + 4 | Date of Birth (mm/dd/yy) | Gender (M/F)

Status:

☐ -Single ☐ -Married ☐ -Domestic Partnership ☐ -Divorced ☐ -Widowed

Are you transferring from another SHBP participating employer? ☐ Yes ☐ No

(Area Code) Home Telephone Number

If yes, name of employer:

2. MEDICAL COVERAGE

2a. EMPLOYEE SELECTION

☐ I wish to be covered under NJ PLUS.
Enter your NJ PLUS Primary Care Physician's ID#
0 0 0 0 0

☐ I wish to be covered under an HMO.

Name of HMO | HMO#

Enter your HMO Primary Care Physician's ID#

☐ I wish to be covered under the Traditional Plan.

☐ I am changing medical plans only:

From _____ to _____

☐ I elect to waive medical coverage in any medical plan (see instructions).

2b. LEVEL OF COVERAGE

☐ Single ☐ Member and Spouse ☐ Parent and Child(ren)
☐ Family ☐ Member and Domestic Partner (see instructions)

3. PRESCRIPTION DRUG COVERAGE

3a. EMPLOYEE SELECTION

☐ I wish to be covered.
☐ I elect to waive prescription drug coverage.

3b. LEVEL OF COVERAGE

☐ Single ☐ Member and Spouse ☐ Parent and Child(ren)
☐ Family ☐ Member and Domestic Partner (see instructions)

4. DENTAL COVERAGE

4a. EMPLOYEE SELECTION

☐ I wish to be covered under the Dental Expense Plan (Traditional).

☐ I wish to be covered under a Dental Plan Organization (DPO)

Name of DPO | DPO#

Name of Dentist or ID#

☐ I am changing dental plans only:

From _____ to _____

☐ I elect to waive dental coverage in any dental plan (see instructions).

4b. LEVEL OF COVERAGE

☐ Single ☐ Member and Spouse ☐ Parent and Child(ren)
☐ Family ☐ Member and Domestic Partner (see instructions)

DIVISION USE ONLY

Effective Dates: Event Reason:

H _____ _____ _____

P _____ _____ _____

D _____ _____ _____

EMPLOYER CERTIFICATION

To Be Completed By Employer

Employer Name: _____

Payroll # (State Biweekly) | Union Code (Rx) Only

Location # (State Monthly Only)

10/12 month employee

MEMBER ACTION

☐ New Enrollment ☐ Transfer

Date Employment Began _____/_____/_____ (mm/dd/yy)

☐ Return from Leave of Absence _____/_____/_____

Signature of Certifying Officer

Telephone # | Date Mailed

5. DEPENDENT INFORMATION - List only eligible dependents (see reverse).

	Last Name	First Name	MI	Date of Birth (mm/dd/yy)	Gender	Social Security Number	Dependent's NJ PLUS or HMO Primary Care Physician ID#	Name of Dependent's Dentist or ID#	Natural (N) Adopted (A) Foster (F) Step (S) Legal Ward (L) See Instructions
☐ Spouse ☐ Domestic Partner									
Children									

6. TYPE OF ACTIVITY (complete only if requesting changes to existing coverage)

6a. ADDITION OF DEPENDENT

☐ Marriage - Date (mm/dd/yy) _____
(Copy of Marriage Certificate required)
Former Name _____

☐ Domestic Partner - Date (mm/dd/yy) _____
(Copy of Certificate of Domestic Partnership required)

☐ Birth of Child ☐ Adoption/Guardianship - proof required
Date of Event (mm/dd/yy) _____

6b. DELETION OF SPOUSE OR DOMESTIC PARTNER

☐ Separation ☐ Divorce ☐ Death ☐ Termination of Domestic Partnership

Date of Event (mm/dd/yy) _____

6c. DELETION OF CHILD

☐ Deletion of Child - Date of Event (mm/dd/yy) _____
Child's Name _____
Child's SSN _____
Give Reason _____

6d. OTHER CHANGES

☐ Change in last name only
(List former name) _____

☐ Change in Soc. Sec. # (Attach a copy of Social Security card)
(List former Soc. Sec. #) _____

☐ Change in Birth Date (Attach copy of birth certificate)
(List name and correct date) _____

☐ Other - give reason below (i.e., address change, dependent returns from military service) _____

7. EMPLOYEE CERTIFICATION - I certify that all the information supplied on this form is true to the best of my knowledge. I understand that if I waive my right to coverage at this time, enrollment is not normally permissible until the next scheduled open enrollment or if other coverage is lost and proof of loss is provided (HIPAA). I also understand that there is no guarantee of continuous participation by medical or dental service providers, either doctors/dentists or facilities in the NJ PLUS, HMO, or DPO plans. If either my physician/dentist or medical/dental center terminates participation in my selected plan, I must select another doctor/dentist or medical/dental center participating in that plan to receive the "in-network" benefit. I authorize any hospital, physician, dentist, or health care provider to furnish my medical/dental plan or its assignee with such medical/dental information about myself or my covered dependents as the assignee may require.

Misrepresentation: Any person that knowingly provides false or misleading information is subject to criminal and civil penalties.

Employee Signature | Date Completed

COMPLETING THE NJ STATE HEALTH BENEFITS PROGRAM APPLICATION
STATE EMPLOYEE GROUP
QUICK REFERENCE

- **To change your primary care physician** (PCP) with NJ PLUS or your HMO, **or your dentist** with your DPO, contact your health or dental plan directly. **DO NOT COMPLETE THIS FORM JUST TO CHANGE YOUR PRIMARY CARE PHYSICIAN OR DENTIST.**
- **To enroll** for the first time complete all sections of the application with the exception of section 6.
- **To change health plans only** complete sections: 1, 2a and 2b (if enrolling in an HMO or NJ PLUS be sure to list your primary care physician's identification number), 5 (listing all eligible dependents), and 7.
- **To change dental plans only** complete sections: 1, 4a and 4b (if enrolling in a DPO be sure to list the name of your dentist or his/her identification number), 5 (listing all eligible dependents), and 7.
- **To change coverage level** (adding/deleting dependents) complete sections: 1, 2a and 2b, 3a and 3b, 4a and 4b, 5 (listing all eligible dependents), 6 (listing why you are changing coverage level), and 7.
- **To add a dependent** complete sections: 1, 2a and 2b, 3a and 3b, 4a and 4b, 5 (listing all eligible dependents), 6a, and 7.
- **To terminate/decline coverage** complete sections: 1, 2a and/or 3a and/or 4a (as applicable), and 7. If you are declining enrollment for yourself or any or all of your eligible dependents because of other group health insurance coverage, you may in the future be able to enroll yourself and/or your eligible dependents in a SHBP medical plan, provided that you request enrollment within 60 days after your other group health coverage ends.

SECTION 1 - EMPLOYEE INFORMATION

This section must be completed in its entirety each time an application is submitted. The employee enrolling or enrolled in the plan completes this section.

SECTION 2 - MEDICAL COVERAGE

2a. Check only one box indicating in which medical plan you wish to be enrolled. If you do not want medical coverage or wish to cancel coverage, check the appropriate box.

2b. If you are electing coverage, check the level of coverage desired.

NOTE: A Domestic Partner is defined for eligibility in the SHBP, by Chapter 246, P.L. 2003, as a person of the same sex to whom you have entered into a domestic partnership and received a *Certificate of Domestic Partnership* from the State of New Jersey (or a valid certification from another jurisdiction that recognizes same-sex domestic partners, civil unions, or similar same-sex relationships). If covering a Domestic Partner as a dependent, you must attach a photocopy of the *Certificate of Domestic Partnership* to this application.

SECTION 3 - PRESCRIPTION DRUG COVERAGE

3a. Check only one box. If you do not want prescription drug coverage or wish to cancel coverage, check the appropriate box.

3b. If you are electing coverage, check the level of coverage desired. (if selecting Member & Domestic Partner coverage, see note in 2b above).

SECTION 4 - DENTAL COVERAGE

4a. Check only one box indicating in which dental plan you wish to be enrolled. If you do not want dental coverage or wish to cancel coverage, check the appropriate box.

4b. If you are electing coverage, check the level of coverage desired. (if selecting Member & Domestic Partner coverage, see note under 2b above).

NOTE: Once you decline or cancel Medical, Prescription Drug, or Dental coverage, enrollment is not normally permissible until the next open enrollment period or if other coverage is lost and proof of loss is provided (HIPAA).

SECTION 5 - DEPENDENT INFORMATION

Only eligible dependents may be listed. Completion of this section is essential for proper enrollment. Be sure dependents listed agree with the level of coverage selected in sections 2b, 3b, and 4b. List the name, date of birth, gender, and Social Security number of the family members you wish to be covered under the plan. An eligible spouse is an individual to whom you are legally married. An eligible domestic partner is an individual of the same-sex with whom you have entered into a domestic partnership (see note in instructions for Section 2, above). If you have listed a child that is an adopted child, foster child, stepchild, legal ward, or has a different last name than the employee, proof of dependency is required (contact your payroll/personnel representative for an *SHBP Affidavit of Dependency* form). If you have more than 4 eligible dependent children, attach a separate application and complete Sections 1, 5, and 7. For all dependents, include the NJ PLUS or HMO Primary Care Physician identification number and/or the dentist's name or identification number. All dependents must have this information listed. Refer to the NJ PLUS, HMO, or DPO directory for this information or call the health or dental plan directly.

NOTE: If you are deleting dependents, do not list them in this section. Refer to section 6b and 6c.

SECTION 6 - TYPE OF ACTIVITY

6a. If you are adding a dependent, check the appropriate box and indicate the event date.

6b. If you are deleting a dependent spouse or domestic partner, check reason and indicate the event date.

6c. If you are deleting a dependent child, indicate the event date, list the child's Social Security number, and give reason.

6d. For other changes, check the appropriate box and give reason.

SECTION 7 - EMPLOYEE CERTIFICATION

You must read the Employee Certification statement, **sign it, and date the application.**

Misrepresentation: Any person that knowingly provides false or misleading information is subject to criminal and civil penalties.

EMPLOYER CERTIFICATION

Must be completed by your employer before submitting the application to the SHBP. The Certifying Officer should:

1) Verify the employee's eligibility;
2) Verify that the application is legible and completed in its entirety;
3) Verify that the employee's selected plans and coverage levels are appropriate; and
4) Complete the Employer Certification section in its entirety.

By signing this application the employer certifies that the information presented is true to the best of their knowledge.